

Job Seeking Skills Workshops

January - December 2018

★ **Richfield Employment Center**
115 E. 100 S. • Richfield, Utah

Workshops are presented Mondays and Thursdays at 10:00 a.m.

Register for reserved seating.
Walk-ins welcome.



- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

For more information, please call toll free: 1-866-748-1483, visit jobs.utah.gov or come to DWS at 115 E. 100 S. • Richfield, UT.

PROFESSIONALISM IN THE WORKPLACE:	
Feb 26, Apr 9, May 21, Jul 9, Aug 27, Oct 22, Dec 3	10:00 AM
RESUMÉ WRITING:	
Jan 4, 8, 25, Feb 15, Mar 5, 8, 29, Apr 16, 19, May 10, 31, Jun 4, 21, Jul 12, 16, Aug 9, 30, Sept 10, 27, Oct 18, 29, Nov 8, Dec 6, 10, 27	10:00 AM
EMPLOYMENT ESSENTIALS:	
Jan 29, Mar 19, Aug 6, Sept 24, Nov 12	10:00 AM
INTERVIEWING SKILLS:	
Jan 11, 22, Feb 1, 22, Mar 12, 15, Apr 5, 23, 26, May 17, Jun 7, 11, 28, Jul 19, 30, Aug 16, Sept 6, 17, Oct 4, 25, Nov 5, 15, Dec 13, 17	10:00 AM
BUDGETING:	
Feb 12, Apr 2, May 14, Jul 2, 23, Aug 20, Oct 15, Nov 26	10:00 AM
JOB SEARCHING STRATEGIES:	
Jan 18, Feb 5, 8, Mar 1, 26, Apr 12, May 3, 7, Jun 14, 25, Jul 5, 26, Aug 13, Aug 23, Sept 13, Oct 1, 11, Nov 1, 19, Dec 20	10:00 AM
LINKEDIN #1	
Mar 22, May 24, Aug 2, Sept 20, Nov 29	10:00 AM

PROFESSIONALISM IN THE WORKPLACE: Learn how to present yourself professionally, interact with others, how to use social media and how to approach and solve problems.

RESUMÉ WRITING: Learn how to develop an effective resumé that will get you an interview.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

INTERVIEWING SKILLS: Strategize ways to confidently complete an interview.

BUDGETING: Learn how to budget, save, repay debt and build credit.

JOB SEARCHING STRATEGIES: Learn advanced job search techniques to find the best commercial job sites, publish resumés online and research companies.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.



Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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